Vithoulkas Compass®

Quick Start Guide v0.42

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Introduction

Vithoulkas Compass® is the next generation online classical homeopathy expert system decisively assisting practitioners in successful homeopathic prescribing. It is an expert system based on ground-breaking research and thousands of real world successful homeopathic prescriptions, designed to emulate the thinking process of a master homeopath using state-of-the-art software and the experience of George Vithoulkas.

Check first the list of prerequisites for using the Vithoulkas Compass® expert system:

- ✓ It was designed from the ground up to offer to the user,
- ✓ Maximum accuracy
- ✓ Significantly increased productivity
- ✓ Unparalleled flexibility of use
- ✓ Continuous education
- ✓ Great potential for Cooperation with colleagues, students and teachers

It's many unique features and advantages will quickly become apparent, especially when the homeopath uses the software to process difficult, previously unsolved cases.

Vithoulkas Compass® is an online, web-based application. There is no need to download or install any kind of software. It is a continuously evolving intelligent system constantly being upgraded, where the users automatically receive all the benefit.

This Quick Start Guide will walk you through the typical tasks to help you start using Vithoulkas Compass®. It will give you a good idea for its everyday use. When you feel acquainted with the expert system please carefully read the Chapter *Guidelines for best performance of the VC expect system* in this document, to ensure you are taking advantage of the application in its full potential and receiving the best possible user experience.

We honestly believe that a large amount of the success and quality of Vithoulkas Compass® was the result the of the beta testers' feedback. So, whenever you think it might be appropriate, please take action, send us your experiences, report to us any problems and suggest improvements, in order to make Vithoulkas Compass® a truly live system which offers the best service for homeopaths all around the world.

Requirements

Check first the list of prerequisites for using the Vithoulkas Compass® expert system:

- ✓ You have **access to the internet** and a **web browser**
- ✓ You are a **registered user**.
- ✓ You agree with **the terms of service** of the application.
- ✓ You are proficient in the **English Language**.
- ✓ You are a **licensed homeopath** according to the laws of the country you practice.

✓ You are aware that Vithoulkas Compass® is a **consulting aid** for homeopathic practice and should be used accordingly. The full responsibility for prescriptions lies with the practicing homeopath.

For any questions, refer to the section «Where to find more information» of this guide.

Understanding the Basic Concepts

Vithoulkas Compass records all the information about a patient, in a virtual folder called **Case**. The past interactions with the patient are presented in the **Case History.**

The case history can contain the following types of events:

1. **Analysis:** A consultation with the patient, where symptoms are inputted and the expert system proposes remedies for the case.
2. **Prescription:** The prescription of a remedy after the analysis.
3. **Follow-up:** The first part of the consultation with the patient after the prescription, where the patient gives feedback about old symptoms.

New Consultation (New Visit)

When pressing the New Consultation button, **VC** initiates an **analysis** session or **a follow-up** in case a prescription has been given in the previous consultation(s).

The main functions of the expert system:

Solve
Vithoulkas Compass recommends remedies, based on the selected symptom rubrics.

Differential Analysis & Differential Analysis Plus

The system proposes questions for the homeopath to ask his patient, which could help in finding the correct remedy.

Specific remedy analysis

The system proposes questions to the patient which refer to a specific remedy (or remedies). These questions can be limited to specific chapters of the repertory.

A typical workflow when using the VC application is:

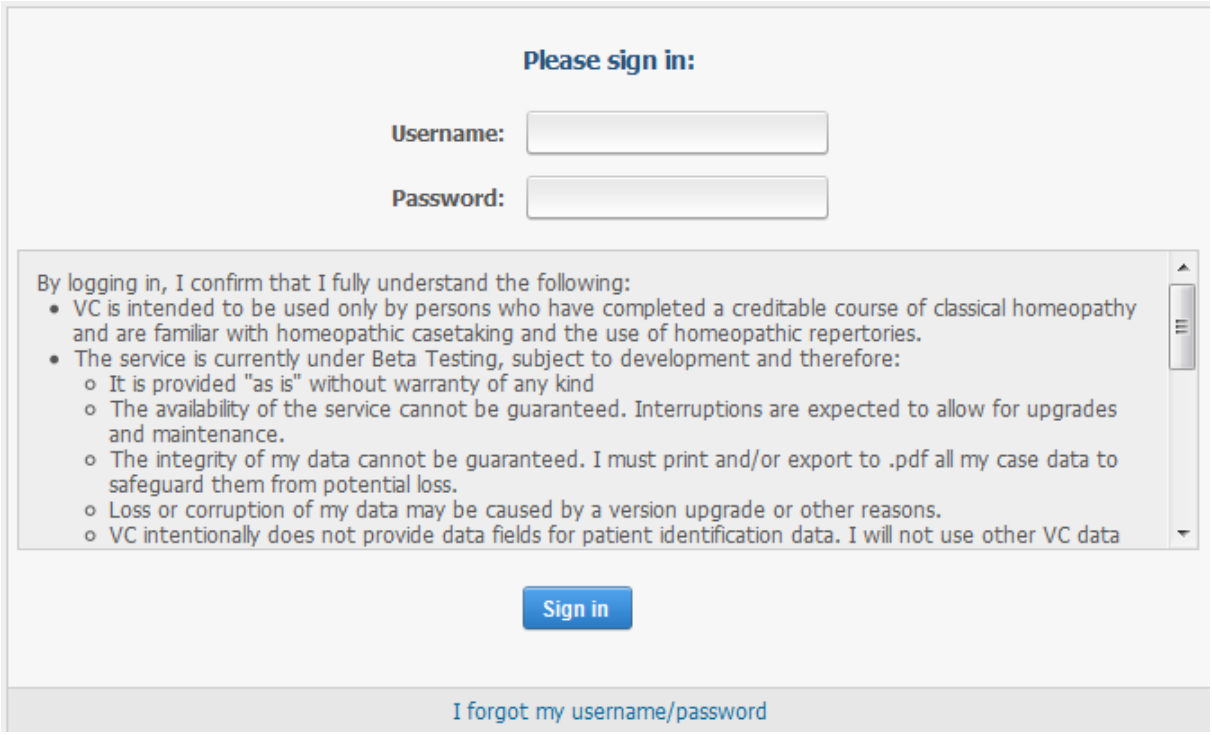
1. Create a new Case (or open the Case if it already exists).
2. Add **case notes** and press "New Consultation" when the consultation begins.
3. Record symptoms and add symptom rubrics for the analysis.
4. Press "Solve" to get a list of suggested remedies.
5. Confirm the correct remedy by using *Differential Analysis* or Specific Remedy Analysis.
6. Repeat steps 4 and 5 until the case picture is clear.
7. Check the proposed remedies according to homeopathic resources and your training and experience. Please carefully read the application disclaimers and bear in mind that VC is a tool and does not replace the practitioner.
8. Record a prescription of desired remedy and potency.
9. When the patient returns for consultation the New Consultation button will bring up a Follow Up screen.
10. Follow-up the case by recording the progress of symptoms and adding new ones.
11. Press "Proceed to Analysis" to start a new analysis, possible prescription etc. (step 3-4)

Auto-Save
VC application uses an «Auto-Save» function which saves an opened page automatically, helping to reduce the risk or impact of data loss in case of crash, freeze or loss of the internet connection.

Starting

Signing in the application

1. Open your preferred internet browser. (VC currently supports Internet Explorer 8+, Google Chrome, Mozilla Firefox 3.5+, Safari and Opera 9+)
2. Enter http://vc.vithoulkascompass.com in the address bar to access VC.
   VC is currently available in the English, German, French, Russian, Spanish, Portuguese and Italian language. At the top right of the window, mouse over **Language** then click one of the listed languages to switch the interfaces' language.


Please sign in:
Username:
Password:
By logging in, I confirm that I fully understand the following:
VC is intended to be used only by persons who have completed a creditable course of classical homeopathy and are familiar with homeopathic casetaking and the use of homeopathic repertories.
The service is currently under Beta Testing, subject to development and therefore:
It is provided "as is" without warranty of any kind
The availability of the service cannot be guaranteed. Interruptions are expected to allow for upgrades and maintenance.
The integrity of my data cannot be guaranteed. I must print and/or export to .pdf all my case data to safeguard them from potential loss.
Loss or corruption of my data may be caused by a version upgrade or other reasons.
VC intentionally does not provide data fields for patient identification data. I will not use other VC data
Sign in
I forgot my username/password

3. Enter your *Username* and *Password* in the corresponding fields.
4. Click **Sign in**.

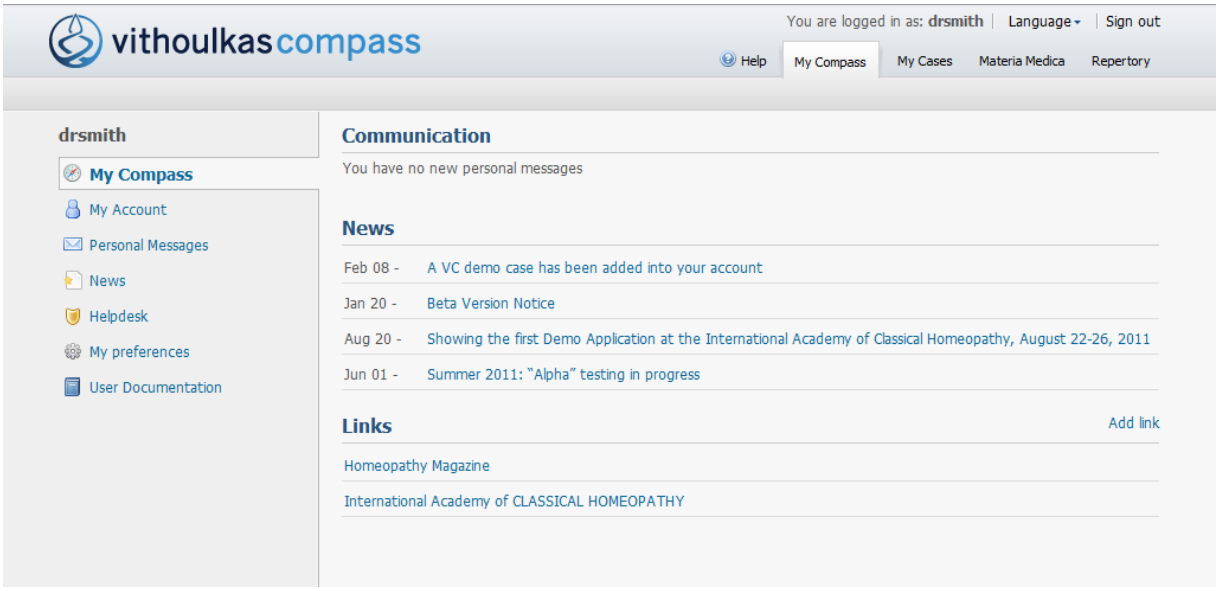
Tips

- If you are facing trouble with accessing your account click **I forgot my password/Username.**
  1. If you forgot your password and need to reset it, select **I have forgotten my Password.** Enter the ***E-mail* associated with your VithoulkasCompass.com account**, and click **Reset my password.** You will receive an E-mail with the necessary instructions on how to proceed.
  2. If you forgot your username and need a reminder, select **I have forgotten my Username.** Enter the ***E-mail* associated with your VithoulkasCompass.com account**, and click **Send my username.** You will receive an E-mail with your username.
  3. If you are still facing trouble with signing in or experience other issues select **I am experiencing other issues that prevent from accessing my account and wish to contact Customer support**, fill in the required fields in the form then click **Send Message** or contact us via e-mail or phone (see the section «Where to find more information» of this guide).
- VC includes a **HELP** function for every one of its pages. At the top right of the window, click **HELP** to see the basic features and functions of a page. Inside **HELP** the ** signs are intended for the very beginners.

✓ You should have successfully signed-in and currently viewing the **My Compass** page. In case it is the first time you are accessing the application, a form will appear to prompt you to complete your personal profile.

My Compass is the main portal of VC and includes facilities for the management of the user's

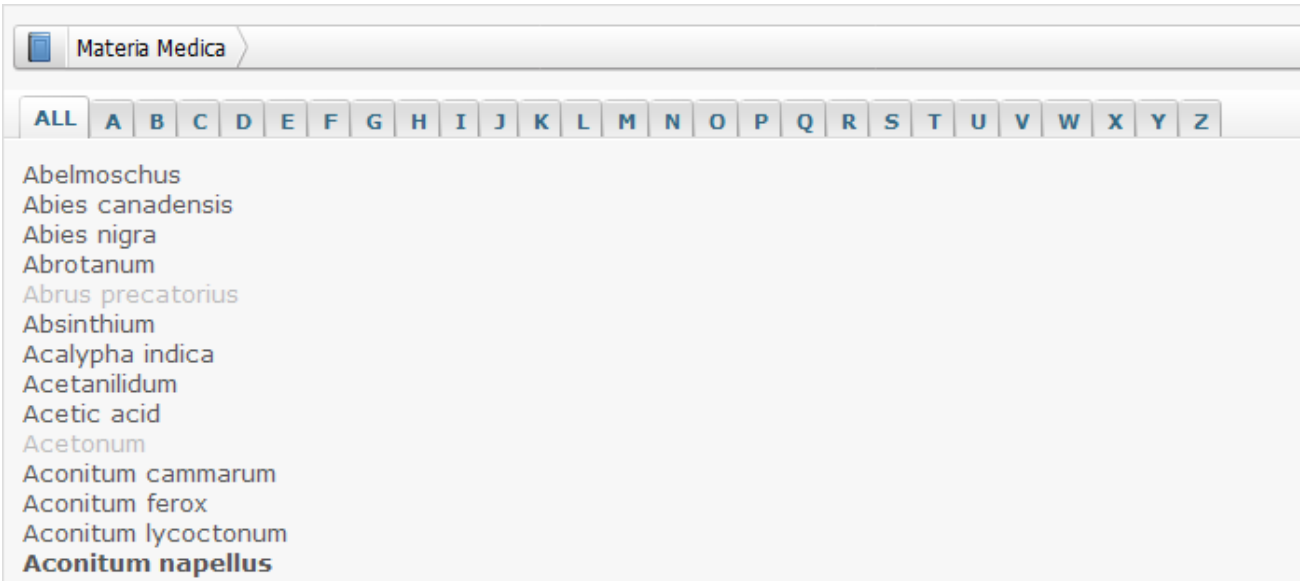
account and preferences, the overview of the user's communication within VC (personal messages and exchanged cases), news relating to the system and homeopathy in general, a helpdesk where users can create tickets to resolve issues or get support and the User Documentation section where users can access the User Manual, other useful materials and view instructional videos that will guide them in using VithoulkasCompass.com, while presenting its basic features.



If you wish to exit the VC application click **Sign out** located at the top right of the window.

Access the Materia Medica

At the top right of the window, click **Materia Medica** in order to access the **Materia Medica** page. Here the user can study the different materia medicas available in the system. (Authors currently included: Allen, Boericke, George Vithoulkas and Kent).

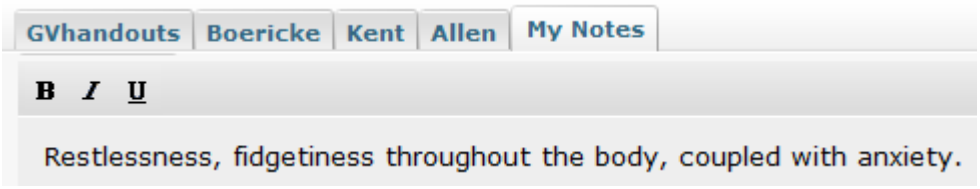


Click on a **remedy** to consult the Materia Medica

Adding "My Notes" to a remedy

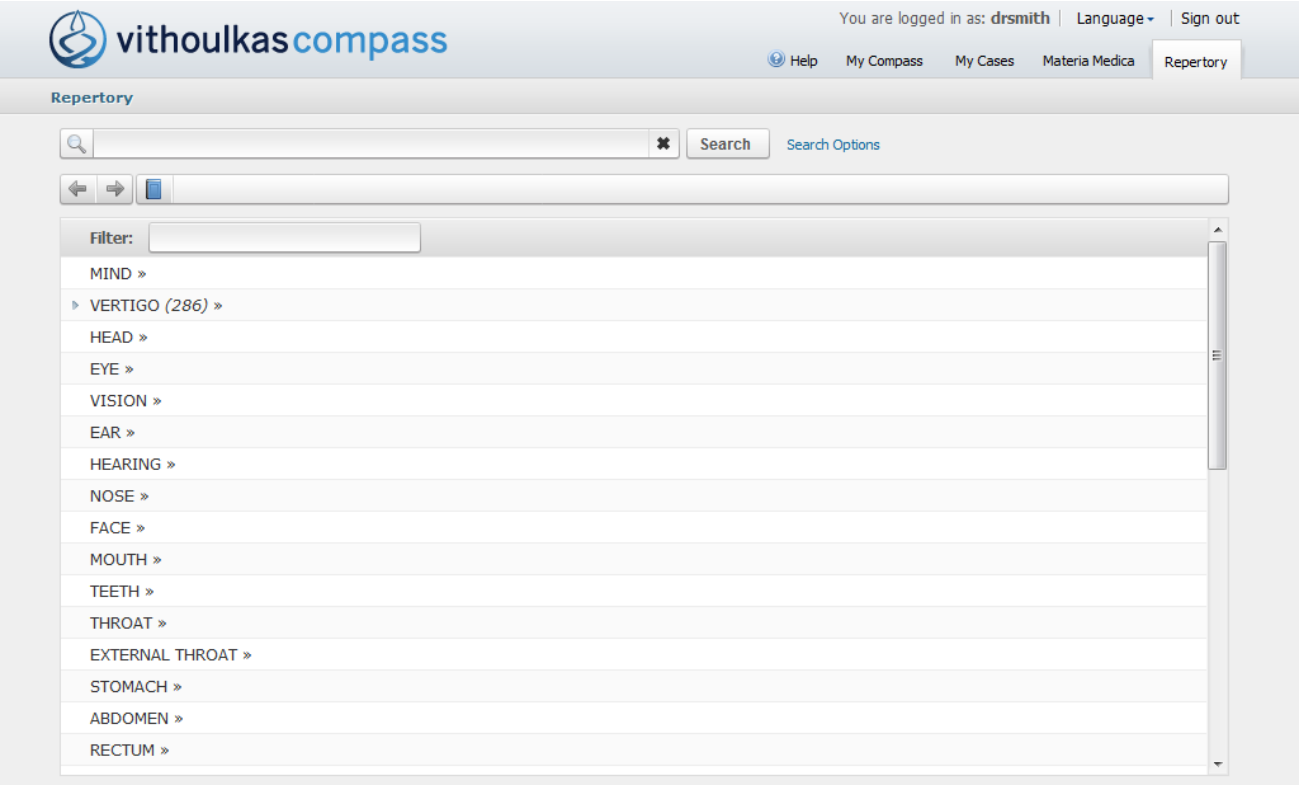
1. Click the **My Notes** tab, and then click **Add notes** to add your own notes to a remedy.

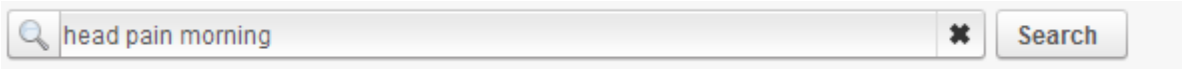
2. The My Notes text editor appears. Type in your remedy notes, and then click **Save Notes** to save the notes for the remedy.



Browsing the VC Repertory

The VC repertory is based on Kent's repertory, with additions and corrections by George Vithoulkas and few other classic authors, always confirming their effect on the performance of the expert system using a large number of confirmed cases. Using the guidance of George Vithoulkas and a panel of expert homeopaths, the VC repertory will be continuously refined and enriched.



1. At the top right of the window, click **Repertory** in order to access the Repertory page.
2. To navigate inside the Repertory, click on a visible repertory chapter. You will then see the contents of this chapter.
3. At the top of the Repertory window, type some keywords of the rubric you are looking for in the *Search Text Field* and click **Search**. The search results list will appear. To read more about the features and functionality of our *Search Engine*, click **Search Options**
4. 

5. At the top of the search results list, type in the *Filtering Text Field* some words, in order to filter and further narrow the search results.

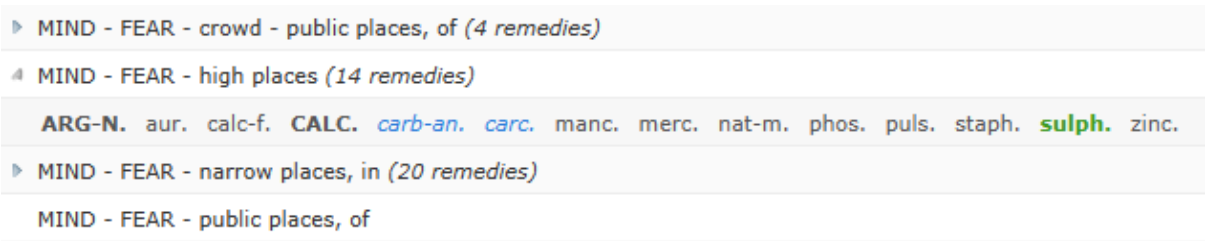
6. Just left of a rubric name in the search results list, click the **right arrow**. The remedies of the rubric will appear. The appearance of remedy grades is the following:

   grade 1 appear with grey colour,

   grade 2 grade 2 with blue italic,

   grade 3 with green bold,

   GRADE 4 with black bold and capitals.

   
MIND - FEAR - crowd - public places, of (4 remedies)
MIND - FEAR - high places (14 remedies)
ARG-N. aur. calc-f. CALC. carb-an. carc. manc. merc. nat-m. phos. puls. staph. sulph. zinc.
MIND - FEAR - narrow places, in (20 remedies)
MIND - FEAR - public places, of

7. Click on any **remedy** to consult the **Materia Medica**

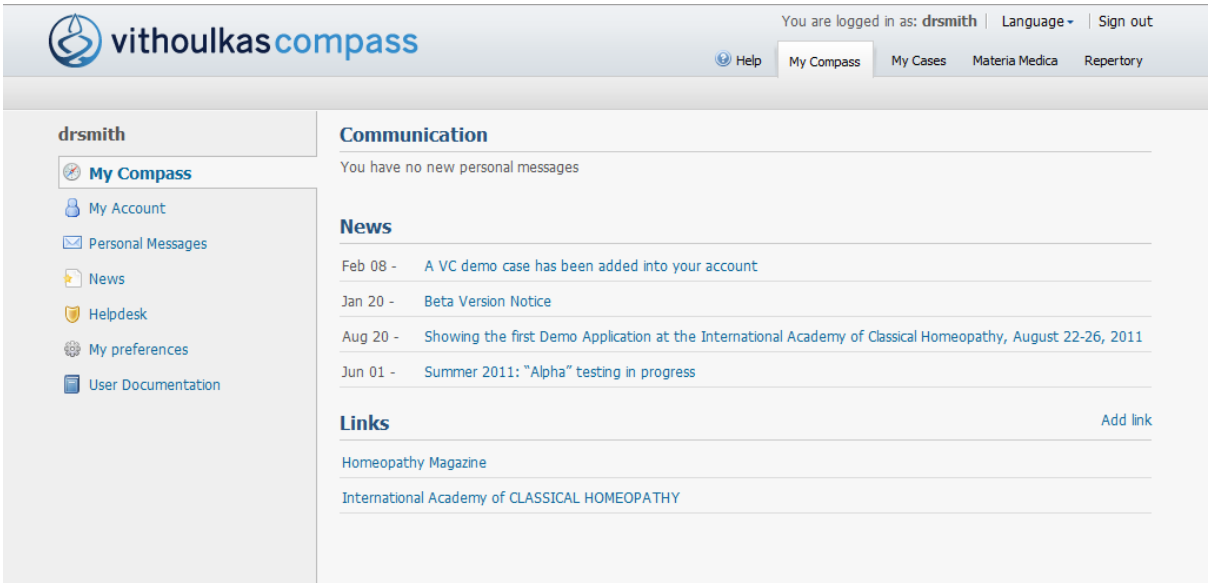
Repertory Search Options

In order to search in the repertory, you have the following options:

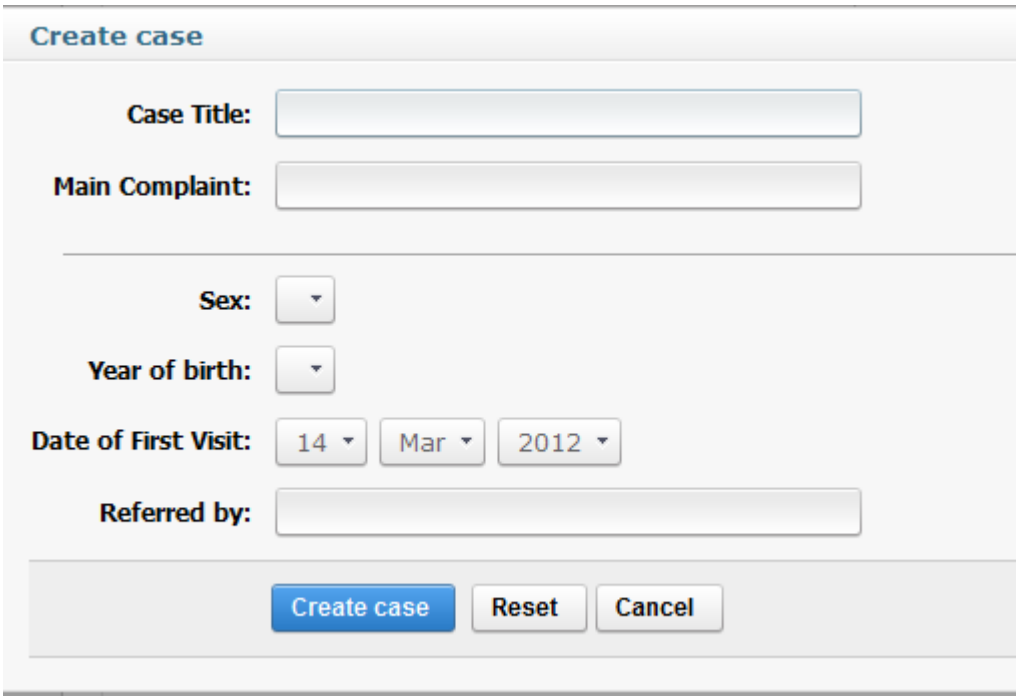
- ✓ The search results will contain **ALL** of the terms you enter, unless otherwise noted.
- ✓ Any term you enter will be searched for as the **beginning** of a word.
  eg. **care** will return symptoms containing **care**, **cares**, **caress** etc.
- ✓ Results with words that are derived from your terms, will also be included.
  eg. **injury** will return symptoms containing **injury**, **injured**, **injuries** etc.
- ✓ In order to **exclude** a term from your search, you may use the - symbol before the term (with no space after it)
  eg. fear -snakes
- ✓ In order to search for an exact match, you need to enclose the term(s) in double quotes.
  eg. **"injury"** will return symptoms containing **injury**, but NOT **injured**, **injuries** etc.
- ✓ In order to search for words **ending** in a search term, you need to use the * symbol before the term.
  eg. *ear will return symptoms containing **ear**, **fear**, **tear** etc.

Creating a new Case

1. At the top right of the window, click **My Cases** in order to access the **My Cases** page.
   This area is the filing system for cases, where cases can be added, searched, opened for analysis, organized in different directories, or sent to other VC users thus enabling homeopaths to cooperate by being able to share cases between them with ease.
2. At the top right of the main pane, click **New Case** to create a New Case.



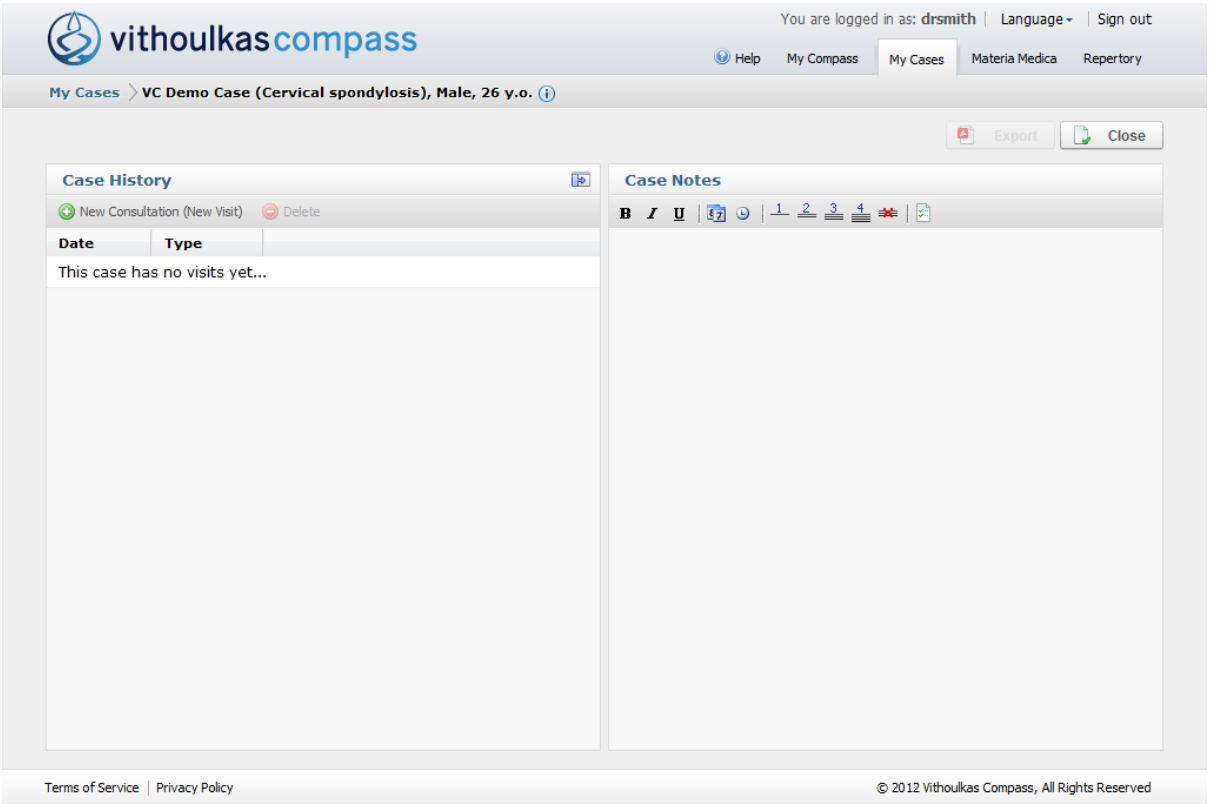
3. In the **Create Case** window, fill in the Case Details (*Case Title* and *Main Complaint are required)*.



4. At the bottom left of the window, click **Create Case**.

✓ A new case has been created and you can now see its **Case Overview** page.

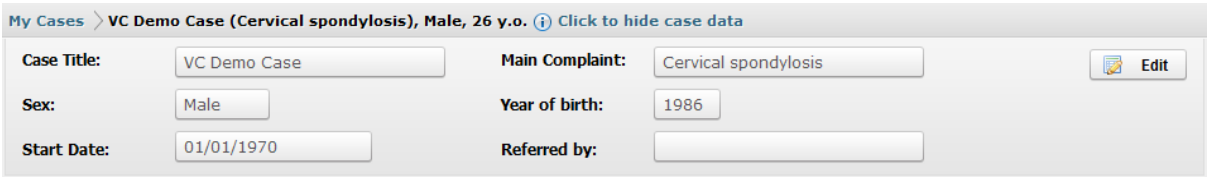
The **Case Overview** displays the complete history of the case. Analyses, prescriptions and follow-ups are shown in chronological order together with the case notes. The practitioner can easily access any of these entries for review of past symptoms and the effect of previous prescriptions.



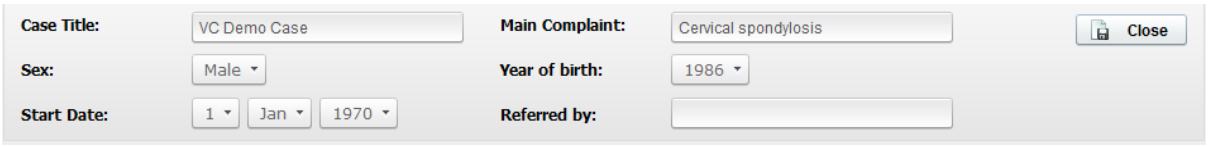
To Modify the Case Data

1. At the top left of the window mouse over and click the *Case Title* or the *information icon* in order to modify the **Case Data** (*Case Title, Main Complaint and secondary case data*).

2. The **Case Data** form appears. At the top right of the Case Data pane, click **Edit** to modify the Case Data.



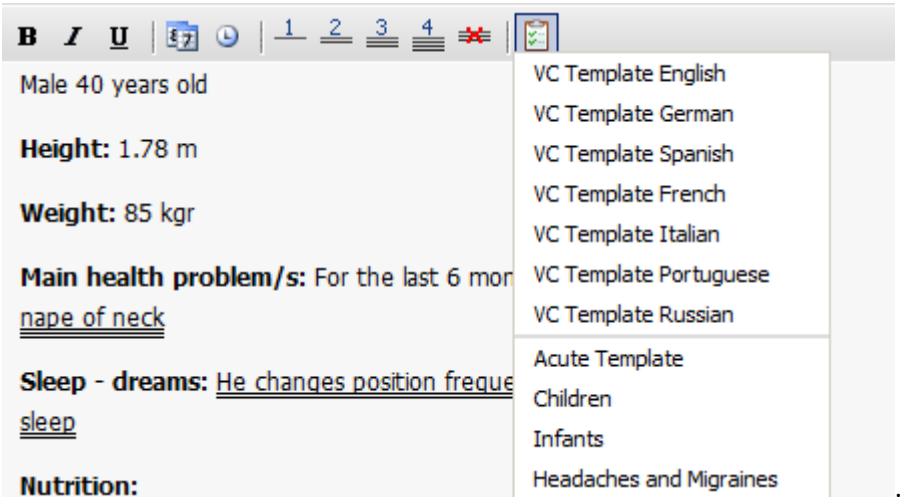
3. Modify the form accordingly and then click **Close.**



✓ You have successfully modified the Cases' Case Data.

Tips

- At the right of the **Case Overview** page, you see the **Case Notes** pane which is your personal notebook of the case. You can use a template for homeopathic consultations instead of writing your notes from scratch, by clicking the **Insert Template** icon (the right most icon above the **Case Notes**) to fill the notes with the *VC Case Notes Template* or your own *Case Notes Templates* that you have previously created under **My Preferences** in the **My Compass** area (see the section **Creating "My Case Notes Templates"** of this guide) .



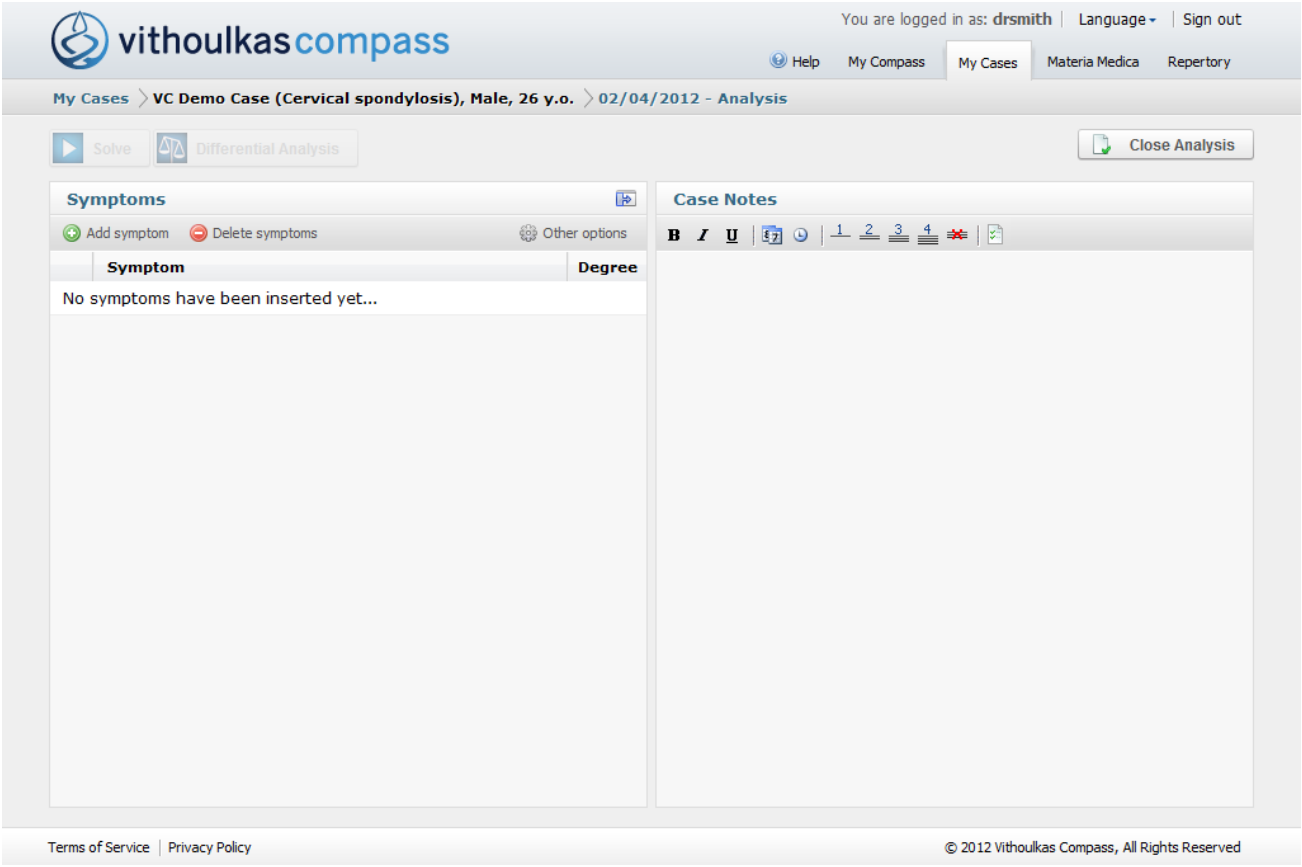
- You can later access the cases you have created, from the **My Cases** page by just clicking on the **Case Title** of a case in the **Cases List** at the center of the window.

Upon a new consultation or visit with a patient

1. Open the patient case (from the My **Cases** screen)
2. At the top left of the **Case History** pane, click **New Consultation**.

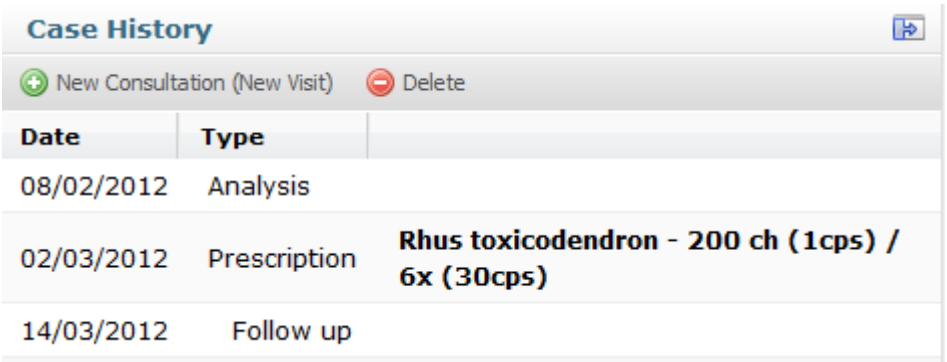
✓ You are now in the **Analysis** page, where symptoms can be added and the case can be analysed with the expert system.

Visit (Analysis mode)



Tips

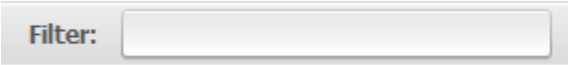
- At the top right of the main pane, click **Close Analysis** to return in the **Case Overview** page.
- You can later access the visits you have created, from the **Case Overview** page by just clicking on a row in the list of visits in the **Case History** pane at the left of the window.



Adding Symptoms to the Case

1. At the top left of the **Symptoms** pane, click **Add symptom** to access the **Select Rubric** window.
2. At the top of the **Select Rubric** window, type some keywords of the rubric you are looking for in the *Search Text Field* and click **Search**. The search results list will appear. To read more about the features and functionality of our *Search Engine*, click **Search Options.**

3. At the top of the search results list, type in the *Filtering Text Field* some words, in order to filter and further narrow the search results.



4. Just left of a rubric name in the search results list, click the **right arrow**. The remedies of the rubric will appear. The appearance of remedy grades is the following:

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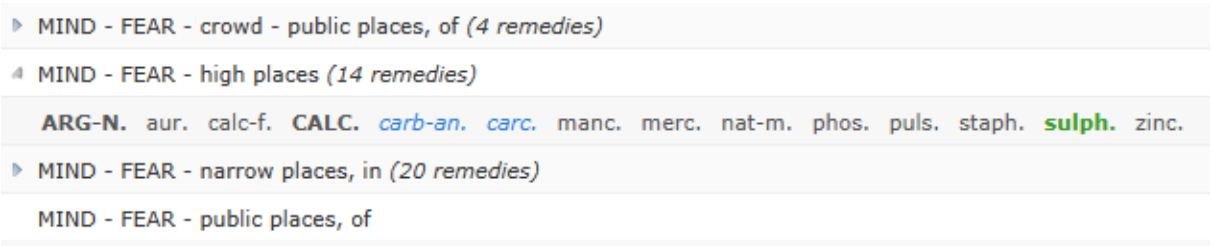
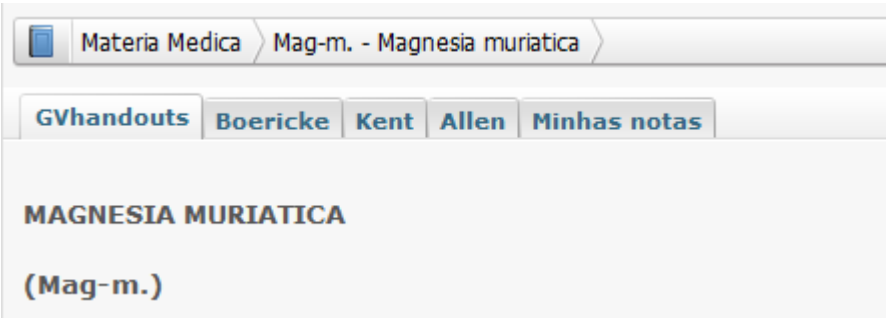

MIND - FEAR - crowd - public places, of (4 remedies)
MIND - FEAR - high places (14 remedies)
ARG-N. aur. calc-f. CALC. carb-an. carc. manc. merc. nat-m. phos. puls. staph. sulph. zinc.
MIND - FEAR - narrow places, in (20 remedies)
MIND - FEAR - public places, of

5. Click on any **remedy** to consult the **Materia Medica** (Authors currently included: Allen, Boericke, George Vithoulkas and Kent).



6. **Close** the **Materia Medica** window and return to the search results list.
7. In the search results list, **hover over** the mouse cursor to highlight the rubric you want to add.

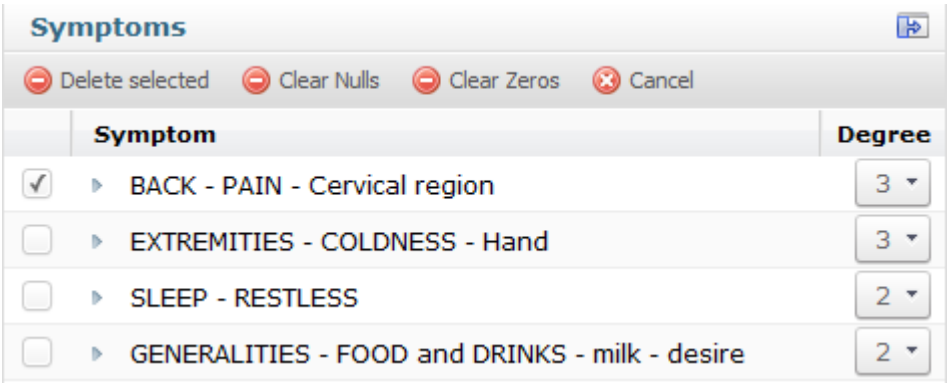
8. At the right of the highlighted rubric, click the **symptom's degree [0, 1, 2, 3, 4]** to add the rubric in the symptoms list with the appropriate degree.

9. The symptom has been added with the chosen degree.
10. Continue with adding more symptoms in the same way.

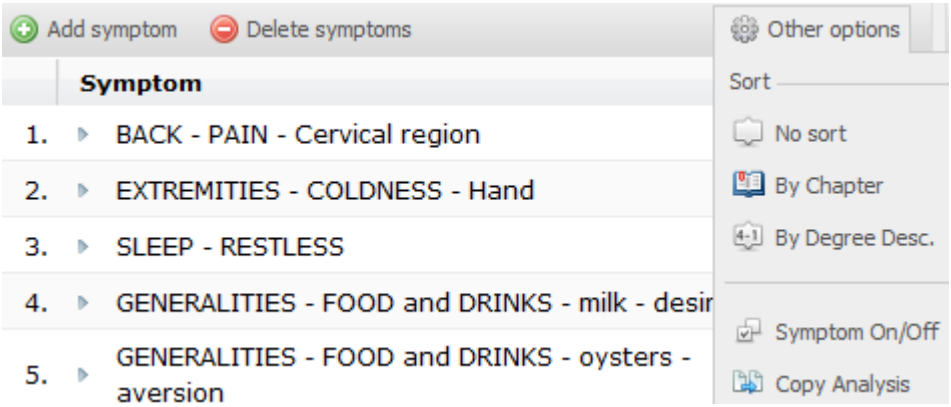
11. At the bottom of the page, click **Close** when you finish with the addition of symptoms. You will return to the **Visit (Analysis mode)** page.
12. The added symptoms now appear in the **Symptoms** pane.
13. Click again **Add Symptom** if you want to add more symptoms.

Managing Symptoms

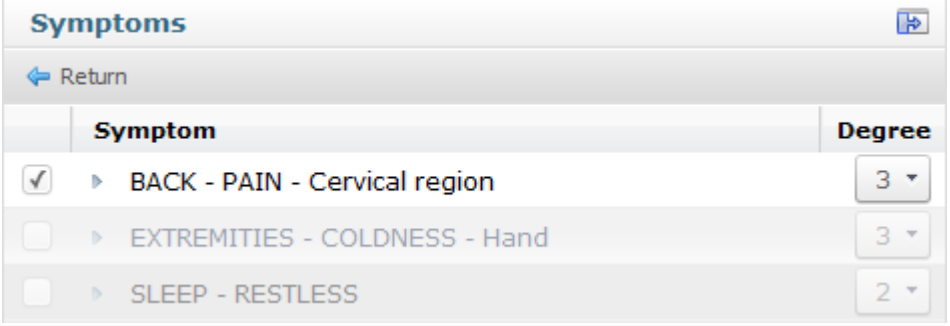
1. At the top left of the **Symptoms** pane of the **Visit** page, click **Delete Symptoms**, to enter the symptoms deletion mode if you want to delete one or more symptoms. In this mode, click the **checkboxes** at the left of the symptoms you want to delete and click **Delete selected** in order to delete them or click **Cancel** to exit the symptoms deletion mode.



2. To sort the inputted symptoms by order of input, Chapter or Degree Descending, click **Other options** and select your option from the *Drop down menu*.

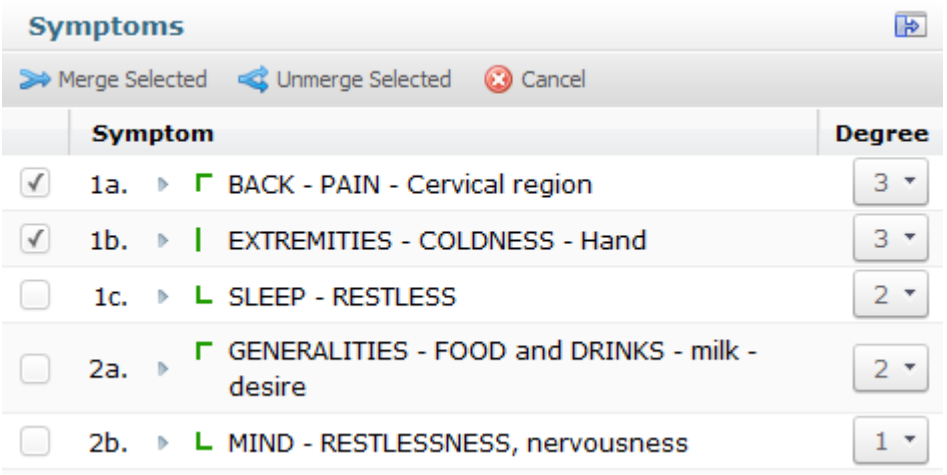


3. To include or exclude symptoms from the Solve process, click **Other options** then click **Symptom On/Off.** Click the **check boxes** and select or deselect the desired symptoms**.** This enables the homeopath to efficiently view different variations of the case without altering it.



4. ***Merge symptom*** functionality can be used by the practitioner when he/she needs to either create a group of symptoms that have similar meaning or when a combination of symptoms best describes the symptom the patient has reported. Each Merged symptom group is considered as one symptom by the expert system during the repertorisation process.

   To merge or unmerge symptoms, click **Other options** then click **Merge Symptoms.** Click the **check boxes** and select the desired symptoms**.** Click **Merge Selected** to create a new merged symptom or click **Unmerge Selected** to remove the selected Symptom/s from any merged symptom they are a part of. Click **Cancel** to exit the Merge Symptoms mode.

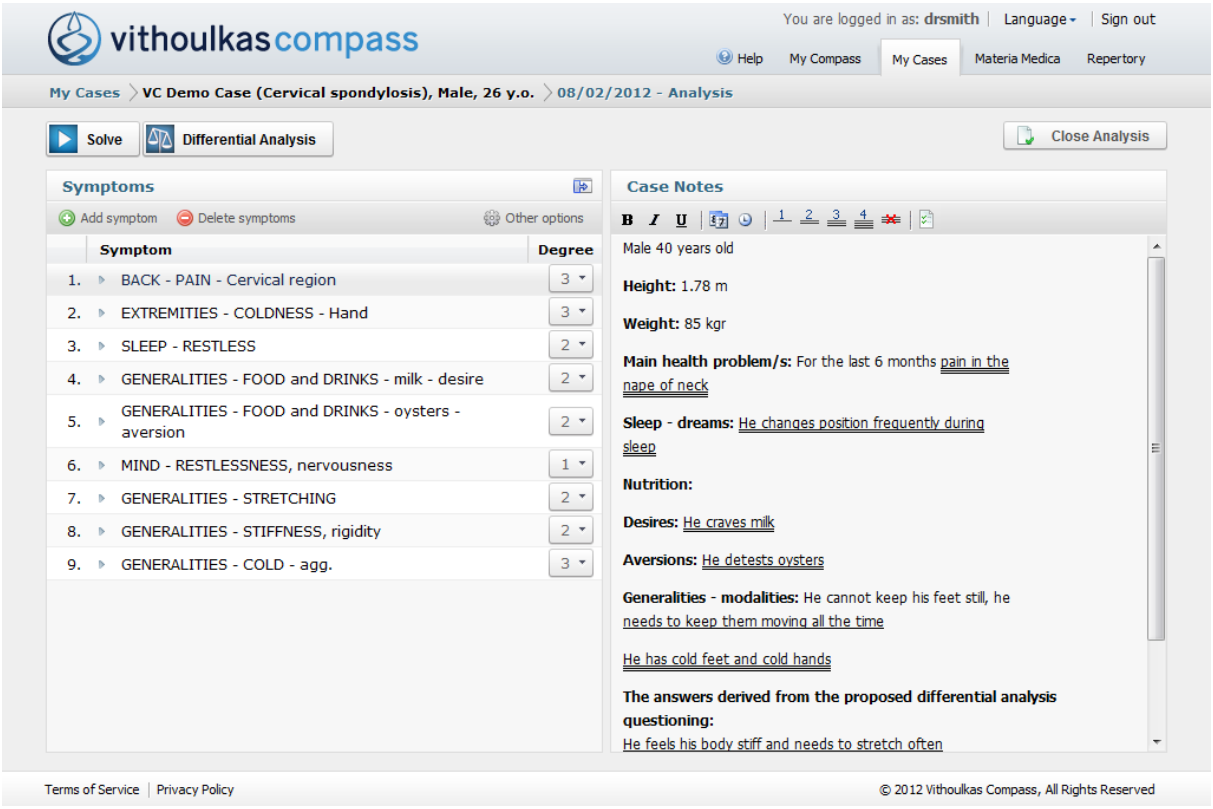

Symptoms
Merge Selected
Unmerge Selected
Cancel
Symptom
Degree
1a. BACK - PAIN - Cervical region 3
1b. EXTREMITIES - COLDNESS - Hand 3
1c. SLEEP - RESTLESS 2
2a. GENERALITIES - FOOD and DRINKS - milk - desire 2
2b. MIND - RESTLESSNESS, nervousness 1

5. To create a copy of the Analysis using with today's date, click **Other options,** then click **Copy Analysis.** You will be automatically transferred to the new analysis to continue editing.

6. Update a symptom's degree by clicking the **degree drop-down** at the right of the symptom.

✓ You just added and edited first symptoms in the visit of the case and you are ready to consult the VC expert system about the suggested remedy.

Visit with added symptoms


vithoulkascompass
You are logged in as: drsmith | Language | Sign out
Help
My Compass
My Cases
Materia Medica
Repertory
My Cases > VC Demo Case (Cervical spondylosis), Male, 26 y.o. > 08/02/2012 - Analysis
Solve
Differential Analysis
Close Analysis
Symptoms
Add symptom
Delete symptoms
Other options
Symptom
Degree
1. BACK - PAIN - Cervical region 3
2. EXTREMITIES - COLDNESS - Hand 3
3. SLEEP - RESTLESS 2
4. GENERALITIES - FOOD and DRINKS - milk - desire 2
5. GENERALITIES - FOOD and DRINKS - oysters - aversion 2
6. MIND - RESTLESSNESS, nervousness 1
7. GENERALITIES - STRETCHING 2
8. GENERALITIES - STIFFNESS, rigidity 2
9. GENERALITIES - COLD - agg. 3
Case Notes
Male 40 years old
Height: 1.78 m
Weight: 85 kgr
Main health problem/s: For the last 6 months pain in the nape of neck
Sleep - dreams: He changes position frequently during sleep
Nutrition:
Desires: He craves milk
Aversions: He detests oysters
Generalities - modalities: He cannot keep his feet still, he needs to keep them moving all the time
He has cold feet and cold hands
The answers derived from the proposed differential analysis questioning:
He feels his body stiff and needs to stretch often
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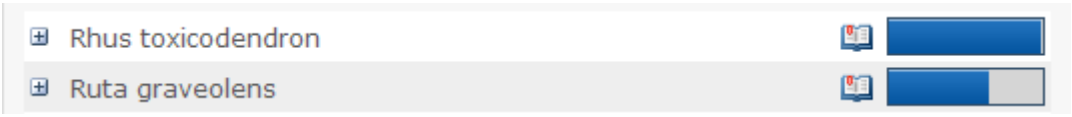
Tips

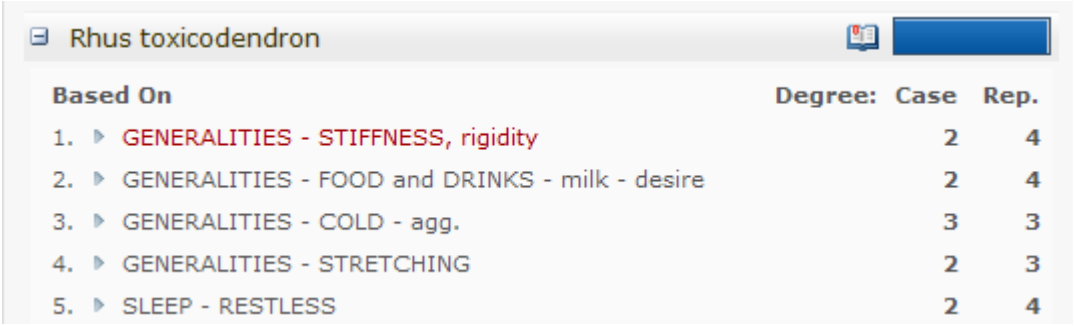
- The search engine of the VC application returns in the search results list, any rubric containing ALL the typed substrings in its full symptom name.
- When you open the **Select Rubric** window, the VC Repertory chapters appear initially in the search results pane. Alternatively to search, you can click a **Rubric** in order to navigate the Repertory. By clicking a **Rubric** all its children (sub-rubrics) will appear in the window.

To ask the expert system for proposed remedies (Solve)

1. At the top left of the **Visit** page, click **Solve**.
2. Please note that in order to solve a particular case, you need to have **at least 4 symptoms** added.
3. The **Results and Prescription** window appears which displays a list of the suggested remedies.



4. At the left of a remedy, click the **Plus** icon to see the analysis of this proposition. In order to see the remedies of a "based-on/not present" rubric click on the arrow located on the left of each rubric. Next to the rubric name, the degree of the symptom is displayed (that was inputted during the case taking in the symptoms list) and next to that the degree of that rubric in the repertory.


Rhus toxicodendron
Based On
Degree:
Case
Rep.
1. GENERALITIES - STIFFNESS, rigidity 2 4
2. GENERALITIES - FOOD and DRINKS - milk - desire 2 4
3. GENERALITIES - COLD - agg. 3 3
4. GENERALITIES - STRETCHING 2 3
5. SLEEP - RESTLESS 2 4

5. At the right of a remedy, click the **Book** icon to consult the **Materia Medica**.
6. At the bottom left of the window, click **Close** to return to the **Visit** page.

✓ You just consulted the VC expert system which proposed you the candidate remedies, taking in account the added symptoms and their degrees.

Tips

- At the top left of the **Results and Prescription** window, click **Large** to see only the large proposed remedies or click **Small** to see only the small proposed remedies. Click **All** to see again the full list of the proposed remedies.
- In the analysis of a proposition (*Based On* and *Not Present*), the symptoms on which the proposed remedy is highly dependent, appear with red colour.

To perform Differential Analysis

The capability of the VC engine is really evident when using differential analysis. The system will provide the required questions to either refine the candidate remedy list or to confirm the candidate remedies. This is uniquely valuable in finding the correct remedy, because the most characteristic symptoms of the first remedies come up.

In addition to the **Differential Analysis** feature, there is also **Differential Analysis Plus**. The **Differential Analysis Plus** proposes a larger number of symptoms each time (instead of the 20 proposed from Differential Analysis). These proposed symptoms are case specific, which means that they also include modalities of symptoms already present in the case. With the **Differential Analysis Plus** it is more probable to get proposed symptoms of smaller remedies. The proposed symptoms are also gender specific.

VC guides the user, effectively taking the guesswork out of case taking.

1. At the top left of the **Visit** page or in the bottom left of the **Results and Prescription** window, click **Differential Analysis or Differential Analysis Plus**.
2. Please note that in order to perform Differential Analysis or Differential Analysis Plus on a particular case, you need to have **at least 4 symptoms** added.

3. A list of suggested symptoms to be investigated, appear with red colour right after the added symptoms.

8. GENERALITIES - STIFFNESS, rigidity
2
9. GENERALITIES - COLD - agg.
3
GENERALITIES - AIR - draft - agg.
BACK - PAIN - rest, agg.
BACK - PAIN - motion, on - amel.
GENERALITIES - BATHING - hot bath - amel.

4. At the right of a suggested symptom, click the **degree drop-down** and set a value in order to add this symptom.

✓ You just consulted the VC expert system about candidate for addition symptoms.

Tips

The suggested symptoms are based on the full list of the added symptoms. Every time you change the added symptoms list, this may influence the suggestions.

To perform Specific remedy analysis

This feature enables the homeopath to select up to five remedies and receive questions which refer to a specific remedy (or remedies). It is extremely helpful if the practitioner already has a suitable remedy/ies in mind and is looking to clear the image of the case.

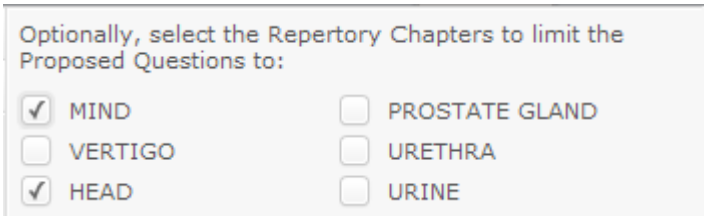
1. At the top left of the **Visit** page, click **Solve**.
2. At the bottom of the **Results and Prescription** window, click **Specific Remedy Analysis**.
3. At the left of the remedies list, click the **check boxes** of the remedies and select up to five remedies.

4. At the bottom of the window, click **Proceed**.
5. The **Results and Prescription** closes and you return to the **Visit** page. The proposed symptoms appear with red colour right after the added symptoms (just like in Differential Analysis).
6. At the right of a suggested symptom, click the **degree drop-down** and set a value in order to add this symptom.

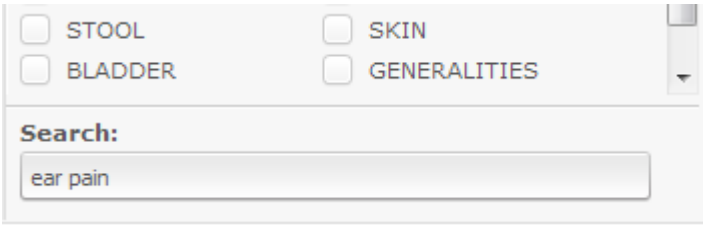
✓ You just consulted the VC expert system about candidate for addition symptoms for specific remedies.

Tips

- After clicking **Specific Remedy Analysis,** at the right pane you can also select **Repertory Chapters** to limit the proposed questions.



- At the bottom right of the **Proposed remedies** pane, below the **Repertory chapters** list, type in search terms in the **Search** field in order to confine the proposed symptoms to those containing specific keywords. In this way the expert system will only propose symptoms that contain the terms you use in any form (eg. singular/plural etc). The search functionality used is identical to the repertory search.



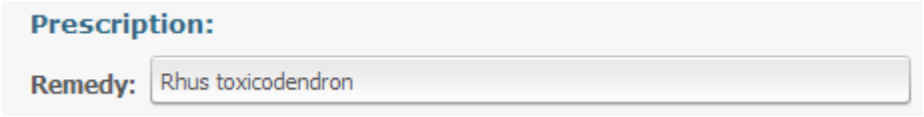
  For example, in cases where the results are unclear, or a remedy needs further confirmation, the homeopath can search for the relevance of terms like 'alcohol' or 'oranges' or 'ear pain' for one or more remedies. The results will appear in order of importance for the calculation of the remedy scores.

  The Remedy/Keyword search function has the potential to drastically cut down the time required to locate possible remedy confirming symptoms. This function also allows you a more targeted search, without losing possible rubrics relevant to your case.

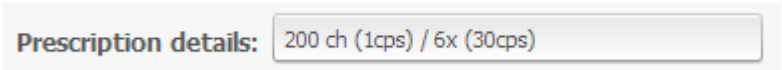
- After clicking **Specific Remedy Analysis,** at the bottom of the window, click **Cancel** if you want to return to the **Results and Prescription** page.

To record a Prescription

1. At the top left of the **Visit** page, click **Solve**.
2. At the left of the **Results and Prescription** window, click the **Remedy name** you want to prescribe. The remedy will be entered automatically in the *Remedy* text field of the **Prescription** pane at the bottom left of the page.



3. At the bottom right of the page, type in the *Prescription details* field the prescription details (e.g. dosage) using free text.



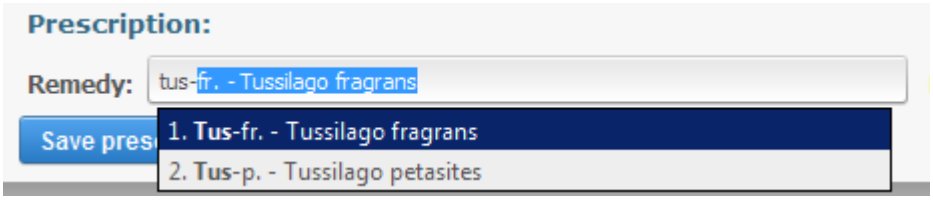
4. If you wish to include an additional remedy entry, click the **Plus Icon** at the right of the prescription details. Another entry in which you can enter a **Remedy name** and **Prescription Details** will be inserted, type in the fields accordingly.
5. At the bottom left of the window, click **Save prescription**.
6. Read the disclaimer and if you agree with it, click **I accept**.
7. You have been navigated back to the **Visit** page and you can see the recorded prescription in the **Case History** pane.

Date	Type	
02/03/2012	Analysis	
02/03/2012	Prescription	**Rhus toxicodendron - 200 ch (1cps) / 6x (30cps)**

✓ You just recorded a prescription.

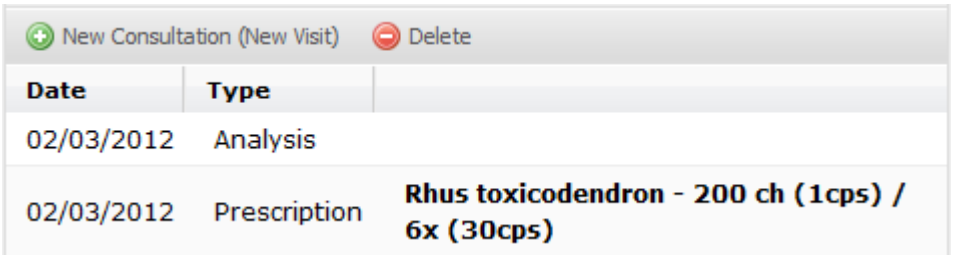
Tips

If you want to prescribe a remedy not listed in the **Proposed Remedies** pane, start typing the formal name or abbreviation in the *Remedy* text field. An auto-complete list will appear. Select the desired **remedy**.



Upon the next visit after a prescription (Follow-up)

1. At the top left of the **Case History** pane, click **New Consultation**.



2. At the top left of the **Follow-up** page, click the *Overall Remedy Effect* **combo box** and select the overall remedy effect.

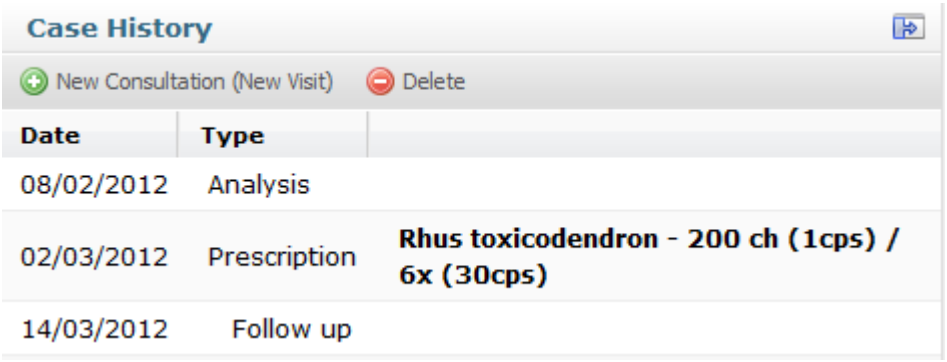
3. At the **Symptoms** pane, update the degree of all symptoms by clicking the **degree drop-down** at the right of each symptom.

	Symptom	Degree	
		Prescr	Curr
1.	BACK - PAIN - Cervical region	3	3
2.	EXTREMITIES - COLDNESS - Hand	3	0
	SLEEP - RESTLESS	**2**	
	GENERALITIES - FOOD and DRINKS - milk - desire	**2**	
	GENERALITIES - FOOD and DRINKS - oysters - aversion	**2**	

4. At the top right of the window, click **Close Follow Up** to go back to the Case Overview or click **Proceed to Analysis** to go to the Visit (Analysis mode).

✓ You have just successfully followed up the case.

Case History pane of the Case Overview



Tips

- At the top left of the Symptoms at prescription pane of the Follow-up page, click **Add Symptom** to add symptoms which appeared after the prescription.
- At the top of the Symptom at prescription pane, click **Insert late addition** to add a symptom which existed during the last prescription but was not added (late symptom addition).
- At the top right of the Symptom at prescription pane, click **Delete symptoms** to delete a new symptom or a late addition. Note, that the prescription symptoms cannot be deleted.

Other functions

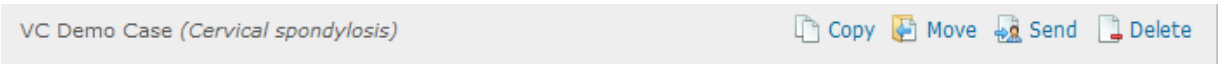
Case management

Send Case

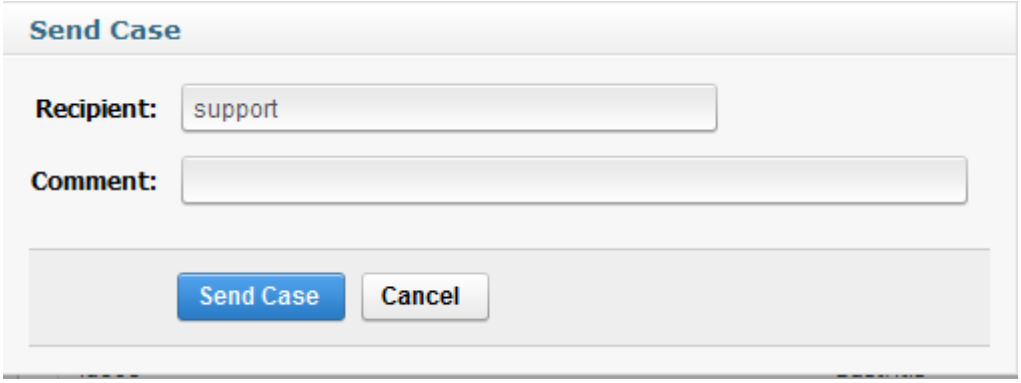
VC enables homeopaths to cooperate by sharing cases between them. This feature allows the practitioner to send a case to other users of VC. It will be received in his **Inbox** and will be available to the recipient for

study and further analysis, prescriptions etc. Regardless of the expert system or other computer support available to a practitioner, homeopathy depends on experience, the sharing of knowledge and active collaboration. Younger homeopaths can send cases to more experienced ones, and successful case histories can be communicated with ease.

1. Navigate to the **My Cases** page and mouse over a Case Record. Click **Send.**



2. Enter the *Recipient* Username and optionally a *Comment* in the corresponding fields. Click **Send Case**.



✓ You have successfully sent a case to another VC user.

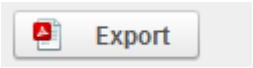
Tips

✓ Cases that are sent to you from other VC users appear in your **Inbox** while cases that you send to other users are listed in your **Sent items**. A notification will appear each time a new Case is sent to your account. To view a case, mouse over a case record, click **Copy** and select an appropriate folder to copy the case to.

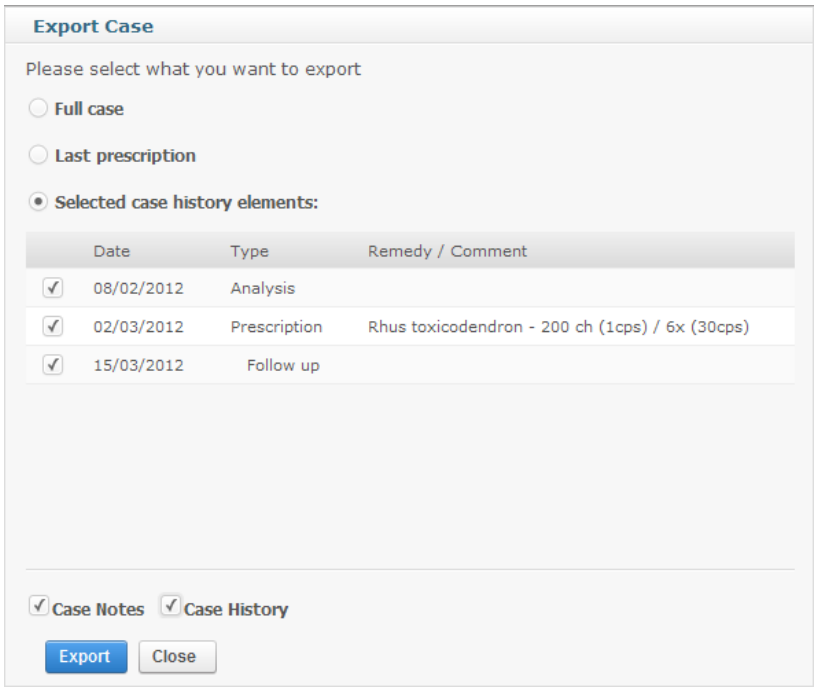
Export Case

With use of the export wizard, cases or parts of them can be exported to files in the practitioner's computer in .PDF format, for printing or other personal use.

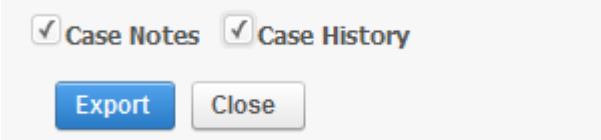
1. At the top right of the main pane in the **Case overview** page, click **Export** to open the Export Case dialog.



2. Select what to export from the following options: **Full Case**, **Latest prescription** or **Selected case history elements**.



3. Click the **Checkboxes** to include the **Case notes** and **Case history**



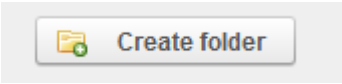
4. At the bottom left of the **Export Case** pane, click **Export** to export the case

✓ You have just successfully exported a case.

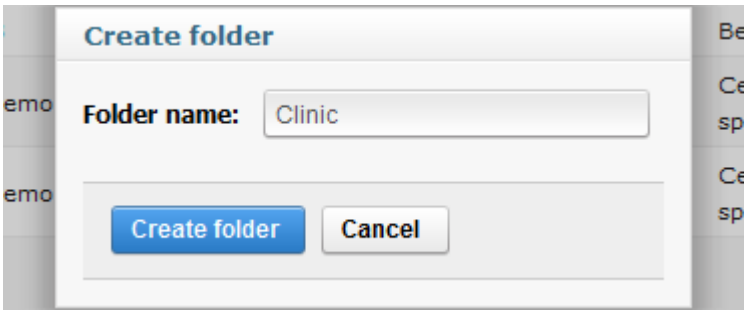
Create Folder

In VC users have the ability to organize their cases in different directories by creating virtual folders.

1. While in **My Cases**, at the left of the window, click **Create Folder.**



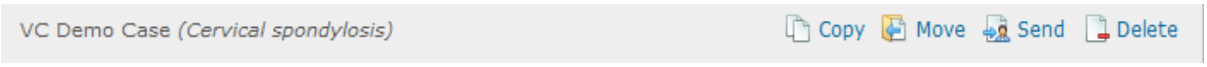
2. Enter the desired *Folder name* and click **Create folder**



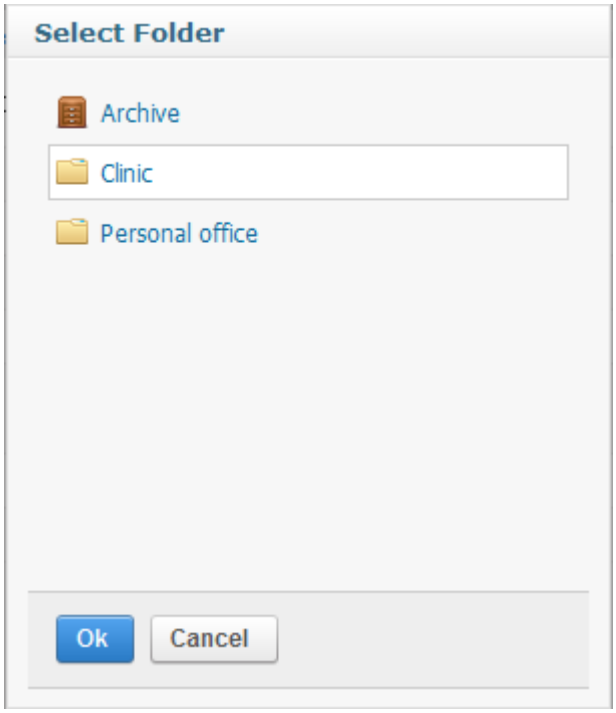
✓ You have successfully created a new folder.

Copy / Move Case

1. While in **My Cases**, mouse over a Case Record. Click **Copy** or **Move.**



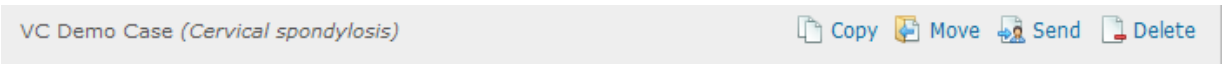
2. Select the appropriate folder you want to **Copy** or **Move** the case to. Click **Ok.**



✓ You have successfully copied/moved a case.

Delete Case

1. While in **My Cases**, mouse over a Case Record. Click **Delete.**



2. A notification Warning will appear, if you are certain you want to delete the case, click **Ok.**

Restore Case / Permanent Delete

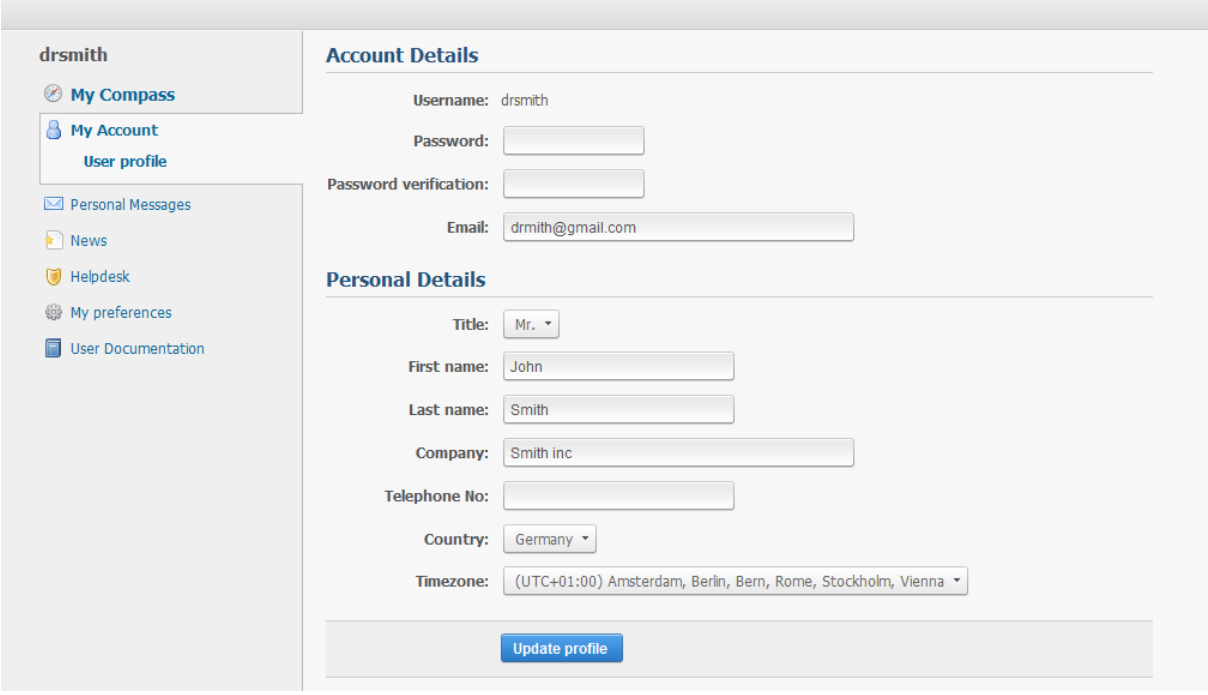
1. At the left of the window in the **My Cases** page, click **Recycle Bin.** A list displaying all deleted cases appears.

2. To restore a case back to the original folder it was located before it was deleted, click **Restore.**
3. To permanently delete a case from the recycle bin thus the case being permanently deleted from your account, click **Permanent Delete.**

Managing your Account

How to edit your User profile

1. At the top right of the window, click **My Compass** in order to access the My Compass page.
2. At the left of the window, click **My Account** in order to access your **User profile**. The User profile page lists your *Account* and *Personal details*.



3. Modify your details accordingly.
4. At the bottom of the user profile pane, click **Update profile** to update your profile.

✓ You have successfully updated your user profile.

How to edit My Preferences

1. At the top right of the window, click **My Compass** in order to access the My Compass page.
2. At the left of the window, click **My Preferences**. In the My Preferences page you can currently set your default application language, subscribe/unsubscribe from our newsletter, switch the beginner help to on/off and view the *VC Case Notes Template* or create your own *Case Notes Templates*.
3. Modify your preferences accordingly.
4. At the bottom of the user preferences pane, click **Update preferences** to update your preferences.

✓ You have successfully updated your user preferences.

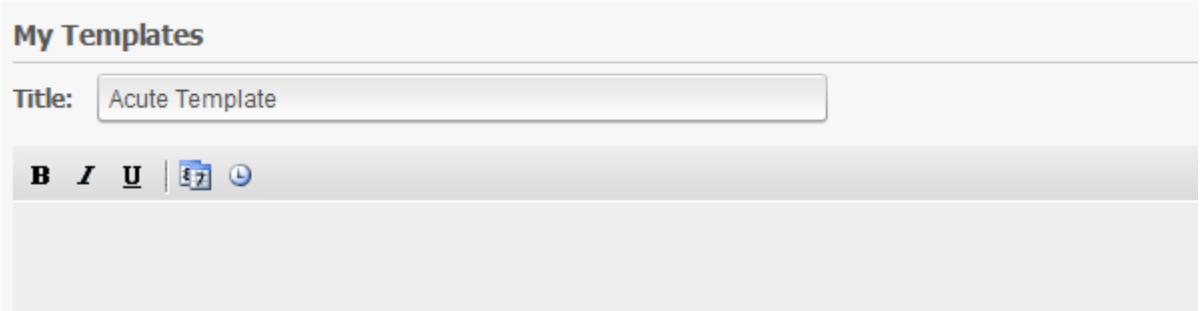
Creating "My Case Notes Templates"

1. Click **Show** to view the list of *VC Case Notes Templates*.

2. **Mouse over** a Template name then click **View** to view the template. Click **Disable** to disable this template from being displayed on the **Case Notes** Editor list that appears when you mouse over the **Insert Template icon** in the Consultation Page.

3. Click **Add Template** to create your own template. Mouse over a template name and click **Edit** to edit a previously added template or click **Delete** to delete that template.

4. If **Add Template** or **Edit** is clicked the templates text editor appears. Type in a title for your template and your desired text in the text editor, then click **Save** to save your template.



Guidelines for best performance of the VC expect system

- ✓ **Become familiar with all functions of VC**, especially the Differential and Specific Remedy Analysis. They are powerful functions which can decisively help in clarifying a case.
- ✓ **Apply sound homeopathic principles**. During the follow ups always have in mind the importance of the correct evaluation of the action of a remedy. In an ordinary chronic case the follow up should not be made earlier than a month after the prescription. Do not rush and change a remedy that is still acting. Signs such as initial aggravation or energy level improvement should be taken into consideration. The user should have as good background of the theoretical knowledge of homeopathy as possible. One of the best ways to achieve this is by attending the e-learning course by George Vithoulkas.
- ✓ Please note that most patients exhibit a bias to answer 'yes' to a question, so try to confirm Differential Analysis and Specific Remedy Analysis symptoms by asking a question which does not give a hint of the symptom behind. This of course is not always possible, but it increases the reliability of the inputted data. In general the patient should ideally have the opportunity to phrase the symptom without the homeopath stating it or hinting at it. Ways of doing this include:
    - Asking for the opposite symptom (when this is possible), e.g. if you want to confirm the symptom “better after exertion”, you can ask “Do you feel worse after exercise?”
    - Asking a more general symptom and possibly getting a more specific response from the patient, e.g. if you want to find out if the headaches come up at 10am, you can ask: “Is there any specific time that the headaches are worse?”
    - Asking about a general aspect of the patient's health to uncover symptoms e.g. asking “how is your sleep?” to confirm sleeplessness.
- ✓ In connection with the above points, be especially **careful with questions from Specific Remedy Analysis**. They should be placed with care as they can bias the expert system away from the correct remedy due to their specific nature.
- ✓ **Try to be as precise as possible with the symptom degree**.
    - Generally the degree represents both the intensity and the frequency of a symptom.
    - A degree of **1** indicates that the symptom is there, i.e. it exceeds what we consider to be normal. We should neither input the symptom “thirst” if the patients report that they drink more water during summertime, nor input the symptom perspiration if they perspire during heavy exertion. On the contrary if they do not perspire at all, then this is a symptom that should be recorded. Another criterion is the localization of the symptom. Let's take for example the symptom “Back - perspiration - cervical region - sleep, in”. Little perspiration in the cervical region during warm nights should be evaluated as degree 1, not because of the perspiration per se, but because of the special localization of the symptom.
    - A degree of **2** shows some frequency or intensity of the symptom, e.g. little to moderate perspiration but frequently.

- The **3**rd degree represents both a frequent and an intense symptom, e.g. much perspiration in the cervical region every night, even in winter.
- The **4**th degree should be given rarely and only if the symptom is really impressive. In our example of perspiration in the cervical region, we give a 4th degree if the pillow gets really wet, every night.
- Symptoms given spontaneously by the patient (without a specific question) should be given special attention. Attention should also be given to changes that occur during the treatment, e.g. the desire for salt has been increased during the last month.
- Try to include all the range of degrees in a case.
- Note that you should evaluate the degree taking into account the overall attitude of the patient. Don't put all the symptoms with high degree in an overall extrovert and "intense" patient. Accordingly in a close, low-spirited patient you should put a high degree even to a symptom which is expressed in a little more intense way.

✓ Make sure that you **do not represent one symptom with multiple rubrics**. In case 2 or more carefully chosen rubrics are similar, **use the 'Merge Symptoms' function** to effectively create a single rubric which will include all of them.

✓ **If in doubt about a symptom or rubric it is usually better to not include it in the case.**

✓ **Do not enter an excessive number of symptoms**. 8-14 symptoms are the optimum starting range. With over 25-30 symptoms the expert system may exhibit worse accuracy.

✓ **Always confirm the proposed remedies with all available material**, including materia medicas and homeopathy textbooks. VC includes such materials but they are by no means exclusive.

✓ **VC cannot replace the homeopath**. Always be aware that VC results are highly dependent on rubric selection and their degree, and the required remedy is not always displayed first.

✓ **Please enter your prescriptions and complete the follow-ups** next time you see your patients. This will help you to keep track of your patients' history so that you can better decide on your case strategy (when to wait, repeat or change the remedy). At the same time they will be used to improve the VC engine and make the repertory more accurate. This VC feature represents a true breakthrough for the advancement of homeopathy.

✓ In case you consider an important symptom is missing from the repertory, you can create it using the **UDS (User Defined Symptom)** feature and follow it in a case. It will not be used by the VC engine but it will be considered for addition to the repertory, according to its definition and progress within the case.

Where to find more information

For the purpose of reporting problems (bugs), suggesting new ideas or improvements (features), or even asking questions about the functionality of the application, please send us your brief note via e-mail at beta@vithoulkascompass.com or call us on +30 212 222 8800.

Rest assured that our team will assist you during weekdays, and will respond to you, via an e-mail, as promptly as possible.